

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
SEPTEMBER 14, 2023, 7:00 P.M.**

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**1. Call to Order - Roll Call**

Mayor Thom Walker called the meeting to order and led the Pledge of Allegiance to the Flag. Councilors present were Vicki Hallin, Jenny Gerold, and Jack Edmonds. Others present: City Administrator Michele McPherson, Clerk Shawna Jenkins, Community Developer Planner Stacy Marquardt, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Technology Services Manager Ed Yost, Liquor Store Manager Dylan Donner, Attorney Damien Toven and Public Utility Manager Keith Butcher. Absent was Councilor Jeff Reynolds.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

EDMONDS MOVED TO APPROVE THE AGENDA AS PRESENTED. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**4. Consent Agenda**

**4.1. Approval of City Council Minutes**

**4.1.1. Regular Meeting Minutes of August 24, 2023**

**4.1.2. Study Session Meeting Minutes of September 7, 2023**

**4.2. Seasonal Employee 2023 End Dates**

**4.2.1. Interns Emma Benjamin end date 8-17-23 and Abby Benson end date 8-31-23**

**4.2.2. Public Works Angela Uhrich 8-24-23, Kevin Boeke 8-30-23, Riley Yetzer 9-29-23 and Fred Rittenour 11-18-23**

**4.2.3. Splash Park Toni Affeldt, Maggie Brevitz, Jadelyn Clark, Logan Davis, Greta Kelzer, Megan Kloss and Peyton Wilson end date 9-4-23**

**4.3. Police Officer Drew Scharber - Completion of 1 year Probation Period**

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**5. Open Forum;** public comment on items not on the agenda. Each speaker is limited to three (3) minutes. The Council will not discuss legal matters.

**6. Old Business**

**6.1. Resolution 23-65 Providing for Issuance and Sale of General Obligation Bond Series 2023A**

McPherson reported that Resolution 23-65 was tabled at the August 24, 2024 Council meeting. The purpose of the tabling was to allow staff time to assemble the summary financial information regarding the bond issuance which, due to receipt of the BDPI Grant from DEED, had been reduced to \$116,000.

Based on the information compiled, the City can afford to pay cash for both the City cash contribution and the amount proposed for the bond issuance (\$293,805.00). Two RBC investments are maturing in September 2023; funds can be moved from the RBC cash account sufficient to cover the outstanding expenses.

Three lots remain to be sold totaling approximately 15 acres. Less closing costs, the EDA/City should realize between \$700,000 to \$725,000 in revenue. A portion of this revenue can be reinvested in RBC.

Given the compiled information, staff recommends that the City Council forgo bonding and pay cash for the remaining expenses of the Princeton Business Park infrastructure.

HALLIN AUTHORIZED THE CITY TO PAY CASH FOR THE PROJECT INSTEAD OF ISSUING A BOND. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED

## **7. New Business**

### **7.1. Resolution 23-68 - Accept donation from Kwik Trip for Light Up Princeton**

J GEROLD MOVED TO APPROVE RESOLUTION 23-68 ACCEPTING A DONATION FROM KWIK TRIP FOR LIGHT UP PRINCETON. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **7.2. Resolution 23-69 Certifying Tree Removal Costs**

McPherson reported that the homeowner at 1222 11th Avenue North began removing dead oak trees in their rear yard. It did not go well, and in the process, the tree would have taken down PPU power lines. Jake's Tree Service was called in to complete the job with the aid of a crane. The homeowner agreed to be assessed the cost as they did not have the funds.

HALLIN MOVED TO APPROVE RESOLUTION 23-69 CERTIFYING THE TREE REMOVAL COSTS TO THE PROPERTY TAXES AT 1222 11<sup>TH</sup> AVE NORTH. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **7.3. Bill List**

HALLIN MOVED TO APPROVE THE SEPTEMBER 5, 7, AND 14, 2023 CHECK REGISTERS CONTAINING CHECKS 87078 TO 87174 IN THE AMOUNT OF \$1,036,427.98, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 18 TRANSMITTAL REGISTER IN THE AMOUNT OF \$77,441.62 AND PAY PERIOD 18 CHECK REGISTER IN THE AMOUNT OF \$125,136.38. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **7.4. City Administrator Bi-Weekly Report**

McPherson reported on her observations and information since the last update.

#### **Airport**

The Beacon replacement project is significantly completed. Just completion of a few punch-list items and the final closeout is left.

Work on the AWOS relocation has stalled due to a lack of movement from MNDOT staff. Work on the ALP/Master Plan update continues but cannot be completed until the FAA receives information from MNDOT.

KLJ has confirmed that the local share for expanding the tie-down apron area will be approximately \$42,000+/- . However, we are looking to see if unspent ARPA or CRRSA funds could be used as an off-set. Otherwise, there is no other eligible project for use of the BIL funding allotted to the airport.

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

#### **Development**

Applications for a laundromat, Spire Credit Union, and Phases 3 and 4 of the Rum River Residential Suites have been or will be submitted. Staff has received a TIF application to go with the myriad of applications for Rum River Residential Suites Phase 3 and 4.

PUC continues to seek reasonable quotes to abandon the hydrant on the lot being sold to Carl Lundberg.

The Library is receiving new internet service; staff executed a Right of Entry and Use Agreement with Arvig, to allow them to complete the installation.

### **Public Safety**

Staff continues to await receipt of a letter from the State detailing the City's award of its portion of public safety aid that was part of the 2023 State Budget. There is great latitude in how the money can be spent in order to provide "public safety", but also strict prohibitions on its use. Princeton's estimated amount is \$223,171 which will be distributed December 26, 2023. Chiefs Frederick and Lawrence have identified eligible expenses and the aid received will off-set 2024 expenses.

The security film has been installed on the front doors and window of City Hall. The remaining exterior windows will be included in a 2024 Capital Improvement Plan request.

### **Upcoming Meetings and Reminders:**

September 23 – Masonic Lodge 92 Fall Clean-Up, 10am to 5pm Mille Lacs County Fairgrounds

## **8. Committee Reports**

J Gerold inquired about the addition of the apron area being added to the CIP. McPherson responded that it has not been formally approved, and it was not part of the discussion at the July Joint Airport and Council meeting. KLJ had not looked at the pavement condition. If the Council is not interested in providing the matching funds to do that work, we could forgo the BIL funding.

J Gerold stated that she does not feel the apron and tie down area is not used enough to justify the \$42,000 it would cost to do the project.

Edmonds reported on the Public Utilities Meeting. They approved the IT agreement with the City, they are discussing service territories, and the wellhead protection plan was approved. Chair Rick Schwartz stepped down, and Dan Erickson will finish the year as the Chair.

J Gerold asked about the Annexation Feasibility study that the PPU is considering. Butcher responded that it came from the July Joint meeting. They are looking to have a third party do an analytical study to look at the numbers to see how it would affect the rate payers and PPU. Having a third party do the work, keeps any bias out of the study. If they did consider requesting a new territory for services, they want those numbers to present to the property owners.

## **9. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 7:31PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Thom Walker,  
Mayor